



WISCONSIN

**DEPARTMENT OF WORKFORCE DEVELOPMENT**

Division of Economic Support  
Bureau of Work Support Programs

**TO: Economic Support Supervisors  
Economic Support Lead Workers  
Training Staff  
Child Care Coordinators  
W-2 Agencies**

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**BWSP OPERATIONS MEMO**

**No.:** 01-27

**File:** 2435

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**Non W-2** ☐ **W-2** ☒ **CC** ☐

**PRIORITY:** Medium

**SUBJECT: TECHNICAL COLLEGE PARTICIPATION IN W-2**

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**CROSS REFERENCE:** W-2 Manual, Chapter 8  
BWSP Operations Memo 00-05  
CARES Guide, Section 2, Appendix 01  
DXBM 2/28/01

**EFFECTIVE DATE:** Not Applicable

**PURPOSE**

This memo provides clarification regarding technical college education programs for W-2 participants and the correct coding in CARES.

**BACKGROUND**

§ 49.147 (5m), Wis. Stats., allows, under specific guidelines, a CSJ or W-2 T participant to attend a full time technical college program. Individuals placed in this component are coded "TC" in CARES. Based on a recent review of how the TC component is being applied in CARES, we realized that further clarification is needed.

**POLICY**

As outlined in the **W-2 Manual**, 8.2.0, a FEP may place a person in a technical college education program for up to two years, as long as it is likely to lead to employment.

Important requirements for a technical college education component are:

- The participant is involved in work activities for 25 hours per week in accordance with his/her CSJ or W-2 T placement. This is in addition to class time.
- The participant maintains full-time status in the technical college program and attends classes on a regular basis.
- The participant maintains a grade point average of at least a 2.0 (or the equivalent as determined by the technical college).
- An agency must consult with its Community Steering Committee and local technical college board to determine if a technical college program will lead to employment.
- The hours of participation in the technical college program must be included on the participant's Employability Plan (EP) in the activity plan section (part 3). Missed class time can be sanctioned according to current policy.

## CARES

Use "TC" on screen WPCS for participants who meet the above criteria. The TC component is for participants in CSJ or W-2 T tiers involved in a one to two year program provided by the technical college. This activity must be coded correctly in CARES. Do not use this code for adult basic education classes, GED or HSED preparation courses, job skills training or driver's education even if these are offered by a technical college. The **CARES Guide**, in Section 2, Appendix 01, defines the components and status codes.

These examples show correct coding in CARES.

Barbara is in a CSJ placement. She is a full-time student in a 2-year Registered Nurse program at the local technical college. She attends classes for 15 hours a week and also is at her work experience site at the public health clinic for 25 hours a week. Use the TC code for the 15 hours of class time and WE code for the 25 hours of work experience.

Nancy is taking a Certified Nursing Assistance course at the technical college as part of her CSJ placement. Code this as job skills training, JS in CARES.

Sherri is taking 12 hours of GED preparation classes at the technical college close to her work site. The General Education Development, GE code is used for this activity in CARES.

Samuel is in a W-2 T placement and spends 10 hours a week at math and reading classes offered at the community center by the technical college. He is hoping to raise his grade level in both areas. Use the Adult Basic Education code, BE, for Samuel's class time.

Anita is in a CSJ tier and has recently inherited a car from her Uncle. She wishes to use the car as transportation to her work site. Her FEP enrolls her in driver's education for 6 hours a week. Code this as DL in CARES.

## ***CONTACT***

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**Note:** Email contacts are preferred. Thank you.